

VACATION

Vacation accrues from the first day of service and is authorized for use by all regular employees from the first day of employment. Temporary employees are not eligible for vacation benefits. Maximum accrual of benefits is based on the employee's normal schedule.

Regular employees accrue vacation on a bi-weekly basis determined by the length of service (aggregate date in the retirement system or qualifying County service date). The accrual rate is as follows:

Length of Service	Approximate Hours Per Annum (40 Hour Week)	Hours Earned Per Regularly Scheduled Hours Worked
Under 2 years	80	.03847
2 - 5 years	96	.04616
5 - 10 years	120	.05770
10 - 15 years	144	.06924
15 - 20 years	168	.08077
Over 20 years	192	.09231

Vacation leave accrued in excess of 30 days or 240 hours during a calendar year will be converted to sick leave at the end of each calendar year.

Employees who leave the County employment will be paid for accrued vacation time up to a maximum of 240 hours. Any exceptions to the policy must be approved in advance by the Board of County Commissioners.

Four hours of vacation leave shall be awarded to the accumulated benefit of the regular full-time employee who does not use sick leave and/or LWOP for a period of seven consecutive pay periods. A regular part-time employee will receive the corresponding percentage of vacation leave.

Revised: July 11, 1994	Revised: November 16, 2004	Revised: October 4, 2011
------------------------	----------------------------	--------------------------

SICK LEAVE

Sick leave with pay is designed to provide regular full-time and part-time employees with some measure of relief from the financial burdens caused by loss of earnings during periods of personal illness. Sick leave is not intended to provide time off for recreation, personal reasons, or to extend vacations. Temporary employees are not eligible for sick leave benefits.

The following policies govern sick leave:

1. Regular full-time and part-time employees accrue sick leave bi-weekly at a rate of .04615 hours per each regularly scheduled hour worked. For a regular 40 hour per work week schedule, this equals 96 hours per year. There is no maximum accrual limit.
2. Individuals employed by the County from another government jurisdiction who have creditable service in the NCLGERS are eligible to have up to 96 hours of earned unused sick leave transferred to the County.
3. Sick leave may be used for the illness of the employee or the employee's immediate family from the first day of employment.
4. When an employee separates from the County, the employee will be paid for 25% of all remaining accrued sick leave. If the employee is leaving employment due to a medical disability and the employee's physician has stated in writing that the employee will be incapacitated for a period of time that will exceed the number of accrued sick days, the employee may be paid for 100% of the accrued sick leave. Any exceptions to the policy must be approved in advance by the Board of County Commissioners.

DONATION OF SICK LEAVE

In long term medical situations when an employee is in need of sick leave, 4 to 20 hours of sick leave may be donated by any County employee to the County employee in need subject to the following:

1. The employee receiving the leave must have completed the first 90 calendar days of employment, be eligible for Family-Medical or Extended Medical Leave and be under the care of a physician for serious health condition, or caring for a spouse or child who is under the care of a physician for a serious health condition. The employee must have less than 32 hours of combined sick, vacation and holiday leave benefits available at the time of the sick leave donation.
2. The employee donating the sick leave must have a minimum of 240 sick leave hours remaining after the donation for regular full-time employees or 120 hours for regular part-time employees. An employee may not donate more than 20 hours per pay period per recipient, or donate more hours than is needed by the recipient. Each donation must be in one hour increments with a minimum of four hours. If an employee exhausts their benefits accrual and receives subsequent sick leave donation, they will be returned to a pay status on a current basis.

Originally Approved: October 18, 1976 Revised: February 20, 1978 Revised: August 28, 1979 Revised: April 21, 1981 Revised: June 3, 1985	Revised: November 18, 1985 Revised: February 27, 1985 Revised: August 10, 1992 Revised: August 5, 1993 Revised: July 11, 1994	Revised: July 1, 1997 Revised: September 18, 2001 Revised: November 16, 2004 Revised: October 4, 2011
---	---	--

HOLIDAYS

The following holidays are recognized for all regular full-time and part-time employees of the County and are given as they occur:

1. New Year's Day
2. Martin Luther King's Birthday
3. Good Friday
4. Memorial Day
5. Independence Day
6. Labor Day
7. Veterans Day
8. Thanksgiving Day
9. Day after Thanksgiving
10. Christmas Day
11. One other day at Christmas (as designated by the County Manager)

The County Manager is authorized to develop and implement holiday pay administration procedures consistent with applicable federal and state laws.

Originally Approved: October 18, 1976 Revised: December 7, 1981 Revised: February 1, 1987	Revised: June 3, 1985 Revised: November 16, 1987 Revised: November 15, 1993	Revised: July 11, 1994 Revised: August 14, 2007 Revised: July 1, 2015
---	---	---

BEREAVEMENT LEAVE

When death occurs to an employee's close relative, an employee shall be granted up to 24 consecutive work hours of bereavement leave.

An employee's close relatives are defined as the employee's spouse; biological parent or an individual who stood in loco parentis to an employee when the employee was a son or daughter; biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis; brother, sister, mother-in-law, father-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law, grandparent, great-grandparent, grandchild, spouse's grandparent, spouse's great-grandparent and step relationships.

With the approval of the department director, any additional time off for the death of a close relative may be charged to vacation or holiday leave or LWOP.

Originally Approved: October 18, 1976 Revised: February 6, 1978 Revised: April 16, 1984	Revised: July 11, 1994 Revised: July 1, 1997 Revised: September 18, 2001	Revised: November 16, 2004 Revised: January 1, 2011 Revised: January 1, 2016
---	--	--

LEAVES OF ABSENCE

The County will grant leaves of absence to employees according to the criteria established for each type of leave.

1. Administrative Leave without pay (30 day maximum) for compelling personal reasons;
2. Family-Medical Leave without pay unless employee uses benefit days (12 weeks maximum) for illness of employee, spouse, parent, or child, and to be with a new child;
3. FMLA and the National Defense Authorization Act -
Under the new law, FMLA-eligible employees will now be entitled to the following:
 - a. Caregiver Leave for an Injured Service member - This benefit provides 26 weeks of FMLA leave during a single 12-month period for a spouse, son, daughter, parent, or nearest blood relative caring for a recovering service member. (Effective January 28, 2008)
 - b. Family Leave Due to a Call to Active Duty - This benefit provides 12 weeks of FMLA leave due to a spouse, son, daughter or parent being on active duty or having been notified of an impending call or order to active duty in the Armed Forces. (Implementation pending U.S. Department of Labor action.)
4. Extended Medical leave without pay for illness of the employee (maximum 52 consecutive weeks combined leave);
5. Extended Family Leave without pay to be with a new child (maximum 52 consecutive weeks combined leave);
6. Military Leave with pay for two weeks annual reserves training, without pay for extended active duty; and
7. Disaster Response Leave with pay as directed or sanctioned by the County Manager, without pay unless employee uses benefit days for volunteer Disaster Response Leave.

Procedural matters related to all leaves are at the discretion of the County Manager.

Originally Approved: October 18, 1976 Revised: March 21, 1977	Revised: August 5, 1993 Revised: July 11, 1994	Revised: March 14, 2008
--	---	-------------------------